3 November 1975

25X1A

MEMORANDUM FOR: [   ]

SUBJECT : Letter of Instruction

1. As Chief of the Programs Branch, Policy and Plans
Group, you are the primary officer responsible for providing
staff guidance and support to the Office of Security con-
cerning the implementation of Management by Objective (MBO)
in the Office of Security. You coordinate the identification
of all level OS objectives, the preparation of action plans,
and the tracking of objective milestones; you consolidate
the Office program submission and coordinate the annual
program review and report. Further, you are responsible
for the preparation, coordination, and submission of all
Office level performance reporting requirements. In addition,
you are responsible for all records management functions of
the Office. You have assigned responsibility for the coor-
dination of Office automatic data processing plans and pro-
grams. You are also the focal point in the Office for the
Incentive Awards Program.

2. In carrying out the above responsibilities over the
next year, you will place emphasis on achieving the following
objectives:

   a. Devising by 30 June 1976 in coordination with
all Office components systems and procedures to develop and
establish a series of positive indicators against which the
significant Office of Security program missions (functions)
can be judged. (Accomplishment of this objective should
be pursued in accordance with the attached action plan.)

   b. Completing a study and proposing a plan by
31 December 1975 to reduce by at least ten percent the
total volume of Office of Security hard-copy records as
measured in the FY 1975 records management inventory.
(Accomplishment of this objective should be pursued in
accordance with the attached action plan.)

c. Conducting a study and preparing a report with recommendations by 31 January 1976 of the use of Agency employee recognition programs within the Office of Security *Nov-Jan* for the purpose of upgrading the effective application of these management devices. Your study should consider the following recognition programs: Suggestion and Invention Awards, Special Achievement Awards, Exceptional Accomplishment Awards, Honor and Merit Awards, Quality Step Increases, and the possible institution of special Office of Security awards.

d. Reviewing the operation of the Office of Security Registry to determine the extent to which it is meeting the goals for which it was established; a report on your review should be submitted to me by 29 February 1976 and should include appropriate recommendations.

3. In the carrying out of your responsibilities outlined in paragraph 1 above and in pursuing the objectives detailed in paragraph 2, as a senior Security professional you should place emphasis on your managerial and supervisory responsibility. Although this supervisory responsibility is limited to the one other individual in your branch, you should organize your tasking to make maximum use of the talents of both of you.

25X1A

Chief, Policy and Plans Group

OFFICE OF SECURITY ACTION PLAN | OBJECTIVE NUMBER: OS-A 07-76 LEVEL: DDA

STATUS	+	=	/

OBJECTIVE STATEMENT:

Devise by 30 June 1976 systems and procedures to develop and establish a series of positive indicators against which the significant program missions (functions) can be judged.

ESTIMATE OF RESOURCES

$ 28,000

_____1_____ MY

ACTION OFFICER: DD/P&M

X-5861; R-1120

	+	=	/
JUL-AUG		☒	
SEP-OCT			
NOV-DEC			
JAN-FEB			
MAR-APR			
MAY-JUN			

MILESTONES	COMPLETION DATES											
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1. Identify possible indicators of mission performance.				☐								
2. Evaluate indicators and select most meaningful and practical.					☐							
3. Develop system and procedures to collect data associated with each selected indicator.						☐						
4. Complete data collection and evaluation trial.									☐			
5. Modify system and procedures based on trial results.										☐		
6. Submit system and procedural description report to DD/A.												☐

OFFICE OF SECURITY ACTION PLAN OBJECTIVE NUMBER: OS-D-01-76 LEVEL: DDA		STATUS	+	=	/

OBJECTIVE STATEMENT:

By 31 December 1975, complete a study and propose a plan to reduce by at least 10% the total volume of Office hard-copy records as measured in the FY 1975 records management inventory. Such reduction would be carried out by identifying types of material that must be permanently collected and by identifying for destruction duplicate and other unnecessary file material so that its legal destruction could be accomplished as soon as authorization was granted following the conclusion of current investigations of Agency activities.

ESTIMATE OF RESOURCES			
$ 27,000		JUL-AUG	▮
		SEP-OCT	
1 MY		NOV-DEC	
ACTION OFFICER: DD/P&M		JAN-FEB	
		MAR-APR	
X-5861; R-1120		MAY-JUN	

MILESTONES	COMPLETION DATES											
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1. Identify types and volume of records held by Office of Security components.			▮									
2. Categorize each record type as (a) must be kept by law, directive or regulation; (b) must be destroyed; (c) should be kept; and, (d) should be destroyed.				◻---➔◻								
3. Identify problems, priorities and options for carrying out destruction and estimate resources required.					◻							
4. Outline schedule and submit proposed plan.						◻						